

2001/02 CLSA RETROSPECTIVE CONVERSION GRANTS

GUIDELINES FOR SELECTING CLSA RETROSPECTIVE CONVERSION GRANT RECIPIENTS:

Grants will be awarded on a competitive basis to the projects that best illustrate the following guidelines:

- The library has not received assistance with retrospective conversion from FY 2000/2001 CLSA Statewide Data Base targeted grants or from an LSTA grant within the past three years.
- The library has a substantial number of records to convert. Preference will be given to projects which will most effectively facilitate resource sharing.
- The conversion project will incorporate timeliness in affording electronic access to the library's resources.
- The library has recently weeded or inventoried its collections and will only be converting records for items that will be retained.
- The library has prepared a realistic workplan for successfully converting as many records as possible within the grant period.
- The library serves geographically isolated or underserved populations.
- Access to the library's collections will enhance sharing of non-English language and juvenile materials.
- Access to the converted material will enhance sharing of unique, special collections.

If you have questions, please contact Tom Andersen at (916) 653-7391 or tandersen@library.ca.gov.

APPLICATION

CALIFORNIA LIBRARY SERVICES ACT STATEWIDE DATA BASE PROGRAM 2001/02 Targeted One-Time Grants

Retrospective Conversion Grant (up to \$10,000)

Date of Application: _____

Name of Library: _____

Contact Person: _____ Phone: _____

Fax: _____ Email: _____

Grant Application

CLSA participating public libraries that meet the eligibility requirements as outlined in Part 1 below are invited to submit a Grant Application for a retrospective conversion grant up to \$10,000. Read through these requirements carefully. If your library does not meet the requirements outlined below, you will not be eligible to receive this grant and should not submit the application.

Grant Applications must include the following elements, in this order:

Part 1. **Eligibility Requirements -- Retrospective Conversion Grant**

To be eligible for a Retrospective Conversion grant, your library must meet one or more of the following conditions:

A. Less than 100% of the total library collection has been converted to machine-readable format.

How many titles are in your collection? _____

How many titles will you convert? _____

How many holdings will you convert? _____

Specify percentage of collection already converted: _____

B. An outlet (e.g. branch, station, bookmobile) is unconverted.

Specify the unconverted outlet: _____

C. Conversion has been performed, but the database resides with the vendor/other provider (e.g. another library). The local library needs to extract its data from the vendor's/provider's database.

Specify the vendor/provider holding the data: _____

- D. Conversion has been performed, but the records are not in MARC format. The records need to be upgraded to full MARC to meet current standards.

Specify the vendor through which the records were converted: _____

Part 2. **Grant Proposal**

Responses to each of the bulleted items below **are required, but need not be lengthy.** Please provide simple, concise responses. If you are applying under C or D in Part 1. (above), please adapt your responses accordingly.

A. Expected Benefits

- Describe how converting/extracting your library's collections to machine readable form will promote resource sharing and benefit other CLSA libraries.
- Indicate how many titles will be converted/extracted as a result of this grant, and how and when the machine readable records will be made accessible to other libraries.
- Preference will be given to applicants serving geographically isolated or underserved populations, and to applicants for which Z39.50 access will enhance sharing of unique, specialized materials as well as non-English language and juvenile materials.

B. Workplan

- Describe how your library has prepared for retrospective conversion, what conversion method(s) and vendor(s) you intend to use, and what quality standards you will meet.
- Describe the qualifications of the staff who will be assigned to this project.
- Describe how the remainder of your collection will be converted if the block grant does not cover the total cost of retrospective conversion.
- Describe how your proposed retrospective conversion process will be coordinated with local cataloging procedures for newly acquired materials.
- Preference will be given to applicants who have developed a realistic workplan for retrospective conversion and who have prepared by weeding or inventorying collections so that they will only be converting records for titles that will be retained.

C. Implementation Calendar

- Provide an implementation calendar showing key events and responsible parties, with all grant funds being encumbered or expended by June 30, 2002.
- Preference will be given to applicants who can successfully convert as many records as possible within the grant period and to provide them for electronic use as quickly as possible.

D. Budget

- Present a budget for this project, including amounts paid to vendors. Maximum state funding is \$10,000.

Part 3. **Tasks to be Completed During the Grant Period**

If your library is selected to receive a grant of up to \$10,000, you will be required to complete the following tasks before June 30, 2002:

- **Expenditure/encumbrance of all grant moneys by June 30, 2002**
- conversion/extraction of a significant segment of your library's catalog or collection, as estimated in the grant application, to MARC (Machine Readable Cataloging) format
- development of plans for adding those records to a new or existing automated system, either locally or in another jurisdiction
- agreement that CLSA borrowing libraries will not be charged a fee for requesting materials from your library
- final project report

If these requirements are not acceptable to your library, please do not submit a Grant Application.

Part 4.

I hereby certify under penalty of perjury: That I am the duly authorized officer of the applicant herein, that this statement of eligibility is in fact all true, correct, and in accordance with the law and that payment has not already been received for retrospective conversion.

Library Name: _____

(signature of Library Director or Fiscal Agent)

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(print name)
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Return CLSA Retrospective Conversion grant application with original signature to:

Mickie Potter
California State Library
CLSA Program Office
P.O. Box 942837
Sacramento, CA 94237-0001

CLSA Retrospective Conversion grant

For CLSA staff use only

Approval: _____ Date: _____
(CLSA Program Coordinator)